

FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Transmittal Letter: PER-339

Date: July 10, 1997

SUBCHAPTER 3 FAM 4820 HONOR AWARDS

MAJOR CHANGES

- 1. Section 4825.1a(3) has been amended by removing the following statement: "NOTE FOR STATE ONLY: This award is for individual performance".
- 2. This subchapter applies to Foreign Service, Civil Service, and Foreign Service National employees of the Department of State.
 - 3. This subchapter is effective on the date of publication.
- 4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM section 1115.2).

FILING INSTRUCTIONS FOR PAPER COPIES

1. Remove the previous edition of 3 FAM 4820 (TL:PER-328, 12/3/1996, 8 pages) and insert the attached revised subchapter.

DISTRIBUTION NOTICE

- 1. The *Foreign Affairs Manual* (unclassified) is issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/IM/IS/OIS, directly. The Coordinator is located in Room 1659 NS, 202-736-4881, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.
- 2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to OIS/RA/DIR if no longer needed. When returning excess or unused materials, include your office/post symbols and

inform DIR and your message center if you need to have your distribution reduced (this generally applies only to time-sensitive paper issuances). A/IM/IS/OIS/PS, Room 1853, 202-647-1632, FAX 202-736-4269, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to OIS/RA/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(PER/PE)